

OFFICE OF THE GOVERNOR



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## STATE OF ALABAMA

### MEMORANDUM

**TO:** All State Department Heads

**FROM:** Governor Kay Ivey *Kay Ivey*

**DATE:** October 1, 2019

**SUBJECT:** Holiday Schedule

I have authorized the following holiday schedule for state employees:

#### Thanksgiving:

Thursday, November 28, 2019

Friday, November 29, 2019

#### Christmas:

Tuesday, December 24, 2019

Wednesday, December 25, 2019

#### New Year's Day:

Wednesday, January 1, 2020

All state offices will be closed on the above dates, except those in areas where it is essential to maintain personnel. If it is necessary for any employee to work on any of these holidays, they should be allowed time off as soon thereafter as possible.